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SUPPLY DIVISION WEEKLY REPORT

PERIOD ENDING 7 FEBRUARY 1984

I. Progress Report on Tasks Assigned by the DCI/DDCI:

Negative.

II. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. ASAPS: The second running of ASAPS training class, taught by [] was held 6-7 February in [] Building. Six of the nine students were Office of Logistics careerists. []

c. Inventory Discrepancies: The Inventory and Audit Section for January 1984 inventoried 398 line items. Discrepancies amounted to 23 overages valued at \$11,069.63, and seven shortages valued at \$1,358.22. Also, identified 137 incorrect locations. []

d. Meetings with Department of Transportation Officials: [] DC/SD/OL; [] DC/OSB/SD/OL; [] DC/SS/OL; and [] C/L&PLD, OGC met with officials from the Department of Transportation to discuss the issuance of an exemption enabling the Agency to contract with commercial carriers for transportation of certain hazardous cargoes. The Department of Transportation response was generally positive. The Agency representatives were asked to provide a draft of the exemption for study by Department of Transportation. The draft is now being prepared. []

e. GSA "Customer Services Bureaus" Publication: Distribution of the subject catalog was recently made to certain Agency components for use by logistics officers or domestic field station personnel. This publication, dated November 1983, identifies the GSA regional offices and summarizes GSA services such as retail stores, self-service stores, personal property services and transportation services. []

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SUBJECT: Supply Division Weekly Report, Period Ending 7 February 1984

25X1 f. Stock Replenishment Receiving to be Input at [] Depot:
 25X1 An agreement was reached between Supply Management Branch (SMB)
 25X1 and [] Depot for the Data Control Unit (DCU) at [] Depot
 25X1 to input receiving for all stock with the exception of receiving for
 25X1 [] Depot. The receiving for [] Depot will continue to be
 forwarded to SMB for action. This change will allow receiving to
 be input quicker to the inventory and alleviate the problem of some
 receiving getting filed before being input to the Inventory Control
 System. []

g. Customer Services - Monthly Statistics:

For the month of January, statistics on various types of
 customer services are as follows:

Cables Prepared		12
Request for Status		568
Telephone	488	
Memo	33	
Walk-ins	47	
Requisitions Prepared		86
Action cable conversions	38	
SPB cable conversions	13	
SPB letter request	24	
TM requisitions	2	
Call-ins	9	
Vendor Calls		
SC-0	88	
SC-1	41	
System Updates		54
FARS Review		36
Form 1931s Prepared		19
Transmittal Manifest Prepared		3 []

(Author: A. Shope)

III. Significant Events Anticipated During the Coming Week:

Negative.

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25X1 SUBJECT: [] Depot Weekly Report - 6 February 1984

25X1 g. Application of Bar Coding to [] Depot Operations: On 2
25X1 February 1984, [] Deputy Chief, Freight Traffic Branch
attended a bar code seminar in Columbia, Maryland. It appears
feasible that bar coding can now be introduced into certain CD
25X1 operations and a cost feasibility study is being conducted. []
25X1 []

25X1 2. An individual from the Preservation & Packaging Section
25X1 is on a 60 day TDY [] to support them in the relocation of
their facility. []

i. Disposal Activities:

1. During the past week sixty-two Remington Rand safes were
disposed of through Fort Belvoir and GSA. This is in
conjunction with the effort to upgrade all safe keeping
equipment in the Headquarters area.

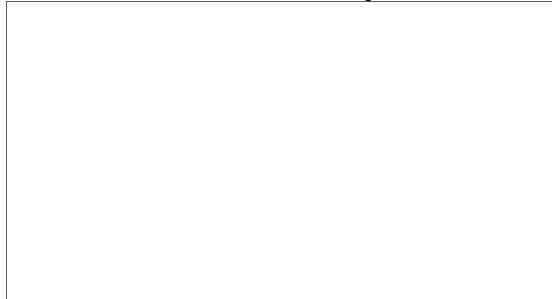
25X1 2. On 1 February four trailer loads of excess computer
25X1 equipment and related components were picked up from []
25X1 [] facility and delivered to the Sales Center, GSA Building
25X1 "A". Total value of the equipment was almost \$5,000,000. []
[]

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25X1 SUBJECT: Depot Weekly Report - 6 February 1984

25X1 j. Increase in Activities: There has been a significant increase in receiving activities during the past week. One hundred fifty-five trucks were offloaded this week which represents a 38% increase over the previous week.



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